

VOLUNTEER REGISTRATION

Civic Center Volunteers - Marin County Human Resources
3501 Civic Center Drive, Suite 407
San Rafael, CA 94903
Ph: 415/499-7167 Fax: 415/499-6108
Email: jbrown@marin.org

First Name _____ Last Name _____ (M/F) ____ Date _____
Home Address _____ Home phone _____
City & Zip Code _____ Business phone _____
E-mail address _____ Cell phone _____
_____ Pager _____

Education (place check mark or circle last year completed)

Elementary School 5 _ 6 _ 7 _ 8 _ Where? _____ College 1 _ 2 _ 3 _ 4 _ Where? _____
High School 1 _ 2 _ 3 _ 4 _ Where? _____ Graduate 1 _ 2 _ 3 _ 4 _ Where? _____

Previous work experience _____

Are you presently employed? no _____ yes _____ If yes, how many hours worked per week? _____

Where do you work? _____

Special skills, training, interests or hobbies _____

Previous volunteer jobs _____

What kind of volunteer jobs are you interested in? _____

What are your volunteer goals? _____

What time do you have available?

Total hours per week available _____

Days available _____

Preferred hours _____

Available from _____

Days not available _____

Preferred Days _____

to _____

Please give us any further information or comments you might wish to offer _____

SKILLS & INTERESTS

Please check your skills and interests.	Very well	Well	So-so	Not at all	Comment
<i>Computer skills:</i> Microsoft Word , PageMaker, Quark, Photo Shop, Excel, CADD, PowerPoint, database, graphics design, Web design, other					
<i>Office skills:</i> filing, phones, records, organizing, minute taking					
<i>Speaking:</i> public, express ideas, sell & influence					
<i>Teaching & training:</i>					
<i>Use statistics & numbers:</i> bookkeeping, accounting (10-key pad), collecting & analyzing figures, computing & estimating					
<i>Writing:</i> grants, reports, articles					
<i>Working with:</i> children, juveniles, elderly, mentally ill					
<i>Taking responsibility, making decisions:</i>					
<i>Meeting new people:</i>					
<i>Good with your hands:</i> machines, equipment, crafts					
<i>Artistic Skills:</i> drawing, painting, photography					
<i>Cooking & entertaining:</i>					
<i>Outdoor activities:</i> camping, outdoor living, hiking					
<i>Reading:</i>					
<i>Other languages:</i>					
<i>Other (please list):</i>					

EMERGENCY INFORMATION

Name _____

Address _____

Home and work phone numbers _____

Please list three people (relatives, friends, neighbors) who can be contacted in case of emergency:

Name	Relationship	Home phone	Work phone	Cell phone or Pager
1				
2				
3				

Information accurate as of _____ (date). *When information changes, please contact Civic Center Volunteers.*